Blue Ridge Community and Technical College
Board of Governors Meeting
September 7, 2011, 11:30 a.m.
Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405

In attendance: Rob Baker, Al Britton, Dr. Peter Checkovich, Tina Combs, Becky Linton, Maria Lorensen, Bill Lucht, Teresa McCabe, Dr. Taylor Perry, Jane Peters, Jim Rodgers, and Richard Snyder.

Guests: Sandra Baker, Dr. Trudie Holder, Cynthia Hull, Crystal Greek, Chrystal McDonald, James McDoug, Teresa Noll, Dr. George Perry, Ann Price, Megan Scott, Leslie See, Dr. William Shipley, Dr. Ann Shipway, Michelle Steeley, Dan Steerman, David Teets, Margie Ways, Christine Weiss, Steve Weiss, and Alan Zube.

Call to order: Tina Combs, Chair, called the September 2011 meeting to order at 12:02 p.m.

Tina Combs introduced new Board member, Becky Linton.

Approval of the September 2011 minutes: Bill Lucht moved, and Jim Rodgers seconded and the September 2011 minutes were unanimously approved.

President’s Report:

- President Checkovich reviewed upcoming important dates:
  - September 15, 2011 is the Ceremonial Ground Breaking/Brick Laying event.
  - September 17, 2011 is the Financial Literacy seminar that is hosted by Blue Ridge CTC and the Martinsburg-Berkeley County Public Library.
  - September 18, 2011 is the breakfast with First Lady Joanne Tomblin at the Holiday Inn.
- President Checkovich announced that as a result of the Tech Center build out, there is now an additional 10,000 square feet at that location.
- President Checkovich reviewed many articles and advertisements for his In the Media Report.

Workforce Development Report:

Dr. Ann Shipway introduced the following new team members:

- Cindi Hull, Director of Continuing Education
- Alan Zube, Mechatronics Program Coordinator
- David Teets, Green-up Instructor and Lab Supervisor
- Dr. William Shipley, Math Faculty Member
Dr. Shipway spoke about changes with the math foundation courses. The Math Faculty members have taken two courses that used to take two semesters to complete and these courses will be combined into one for spring 2012. This will be a wonderful benefit to our students.

Dr. Shipway reported that the Macy’s project is going well and the leadership team is making excellent progress.

**Enrollment Report:**

Leslie See reviewed the current enrollment information. For fall 2011, Blue Ridge CTC is 100 FTE over where the College was last year. In addition, Leslie See reviewed the financial aid that Blue Ridge CTC students will receive.

Leslie See also spoke about the Skills 101 program. This works as a boot camp for math and English for students with lower test scores. After completion, 83% of participants were placed in credited courses.

**Finance Report:**

Ann Price reviewed the financial information and reported that the auditors are at the College. There is now an optional management letter available to accompany the financial statements. However, there is an addition expense involved.

Jim Rodgers made a motion that the Board not require the optional management letter. Al Britton seconded and the motion was unanimously passed.

**Executive Session:** Teresa McCabe moved, and Jim Rodgers seconded that, pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, the Board move into executive session, for the purpose of discussing real estate and personnel matters, at 12:35 p.m. Motion passed unanimously.

The Board agreed to exit the Executive Session at 1:24 p.m.

**Adjournment:**

The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,
Megan Scott, Recording Secretary